

2014 ETF-Approved

Training Provider List

Building Industry Association of Hawaii
Dale Carnegie Training
Hawaii Computer Training & Solutions
Insights to Success
Leadership Kauai
LearningBiz Group
Native Hawaiian Hospitality Association
Newman Consulting Services
Project Professionals
Th!nk
Tobe Co.
U.S. CAD of Hawaii
UH Outreach College
Honolulu Community College
Kapiolani Community College
Leeward Community College
Windward Community College
Hawaii Community College
Kauai Community College
UH Maui College

*Equal Opportunity Employer/Program: Auxiliary aids and services are available upon request to individuals with disabilities.



Contact your nearest
Workforce
Development Division
(WDD)

Local Office for more information
about ETF services:

Oahu

Honolulu Office: 586-8703
dliir.wdd.etf.honolulu@hawaii.gov

Kauai

Lihue Office: 274-3056
dliir.wdd.kauai@hawaii.gov

Maui, Molokai, and Lanai

Wailuku Office: 984-2091
dliir.wdd.maui@hawaii.gov

Hawaii

Hilo Office: 981-2860
dliir.wdd.hilo@hawaii.gov

Kona Office: 327-4770
dliir.wdd.kona@hawaii.gov

Department of Labor and Industrial Relations
Workforce Development Division
Employment and Training Fund Program
830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813
Phone: 586-8815 Fax: 586-8822



State of Hawaii

ETF

Employment and Training Fund Program

Department of Labor and Industrial Relations

Workforce Development Division



What is ETF?

The Employment and Training Fund (ETF) Program was established by the Hawaii State Legislature in 1991.

Its purpose is to enhance business growth and improve the long-term employability of Hawaii's people.

ETF provides businesses with the opportunity to upgrade the skills of their workforce from entry-level to top management.

Since its inception, over 88,750 individuals have been trained through the ETF Program.

Employer Referral Program

- Employers can refer their employees to existing non-credit, short-term training courses offered by a variety of ETF training providers.
- ETF will provide 50% tuition assistance, up to \$250, at a \$500 tuition cap.
- Employers must pay the remaining 50% and any excess balance thereof directly to training provider.

Eligibility Requirements

1. Employees must be referred by their employer;
2. Requested training must be ETF-approved and related to the employee's present position;
3. Requested training does not supplant or subsidize training that is directly related to the goods and services that the employer provides to the public.

**Note: ETF does not fund any type of training activity required by Federal, State, or Local laws.*

How to Apply

1. Visit our website at <http://labor.hawaii.gov/wdd/home/employers/etf/> for:
 - WDD Local Office Contacts; and
 - A List of Eligible Training Providers;
 - ETF's Employer Referral Agreement and Course Registration Forms and Instructions
2. Contact your Training Provider of choice for course schedule, availability, and information.
3. Complete and submit forms to your WDD Local Office at least 2 weeks prior to the start date of the class.

Sample List of Training Courses



Microsoft Office Courses
(Access, Excel, Powerpoint, and Word)

Adobe Photoshop

Quickbooks

Computer Networking such as CISCO
Certified Information Systems Security
Professional (CISSP)

Website Development such as HTML
AutoCAD (Computer Aided Design)
ServSafe Food Safety Certification
PACE for Early-Childhood Education
Project Management Professional (PMP)
Certification

Certified Landscape Technician Training
Human Resources (HR) Management
Certification

Supervisory Essentials

7 Habits for Managers

Dale Carnegie Course

Managing across Generations